



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Education Program Manager

Details

Job ID : 510

Title : Education Program Manager

Job Code : 999

Salary : \$50,000.00 (Annual)

Grade : 0

Tenured : NO

Job Departments

- Court Services - Education

Purpose

Responsible for developing, implementing and administering Judicial College courses.

Required Qualifications

Education : Masters Degree

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- Master's degree in education or closely related field, or a law degree
- Requires five years experience in preparing and delivering informational and instructional programs for adults, including application of adult education theory and practice to curriculum development, course planning, and faculty development responsibilities
- An advanced degree (Ed.D., Ph.D.) may substitute for 3 years of experience

Job Skills/Abilities

- Project and personnel management skills
- Ability to handle multiple projects, deadlines, and clients
- Ability to shift priorities and resources
- Ability to manage a professional staff of eight
- Ability to work some non-standard hours as necessary and travel, including some overnight stays
- Excellent verbal, written, and presentation skills
- Must be proficient with Microsoft software including MS Word and Outlook

Job Preferred Knowledge

- Experience in a court environment strongly preferred
- Ability to use the Internet as a research tool also helpful.
- Knowledge and use of MS Excel, MS PowerPoint and MS Access

Job Duties

- Responsible for planning, developing, facilitating, and evaluating education programs for judges, clerks and/or court personnel
- Conducting education needs assessments for specific target populations
- Designing curriculum with appropriate planning committees
- Conducting planning meetings and introducing courses
- Select faculty
- Preparing College and program announcements
- Coordinating development and printing of related materials
- Monitoring program and/or seminar progress in order to evaluate content, interactive teaching strategies and faculty
- Accountable for designing instruments to obtain participant evaluation of program content and faculty performance
- Reviewing, and analyzing evaluation results for future program planning



Education Program Manager

Job Duties

- Will attends workshops, seminars and professional meetings and participates in regional and national associations that relate to the program managed
- Serves on committees; serves as liaison with other agencies or institutions.
- Planning and developing programs will include estimating costs, and monitoring expenses
- Preparing and maintaining appropriate correspondence, records, reports and files



Education Specialist

Details

Job ID : 273

Title : Education Specialist

Job Code : 909

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Education

Purpose

PROVIDES VARIOUS EDUCATIONAL SERVICES TO ASSIGNED COURT DIVISIONS AND PROGRAMS ASSOCIATED WITH ASSIGNED DIVISION.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM

Job Duties

- CONDUCT NEED ASSESSMENTS FOR TRAINING PROGRAMS AND PARTICIPATES IN ACTIVITIES THAT MAY HAVE EDUCATIONAL COMPONENTS
- DEVELOPS EDUCATION CURRICULUM TO EDUCATE COURT PERSONNEL AND AFFILIATED AGENCIES CONCERNING PROGRAM IMPLEMENTATION, OBJECTIVES, POLICIES, PROCEDURES AND OTHERS
- FORMULATES TEACHING OUTLINE AND DETERMINES INSTRUCTIONAL METHODS FOR INDIVIDUAL AND GROUP PRESENTATIONS
- CONDUCTS TRAINING SESSIONS COVERING SPECIFIED AREAS WITHIN VARIOUS COURT RELATED PROGRAMS
- IMPLEMENTS TRAINING FOR STATEWIDE PROFESSIONALS
- PREPARES MATERIALS FOR TRAINING SESSIONS SUCH AS HANDBOOKS, MULTIMEDIA VISUAL AIDS, AND DEMONSTRATION MODELS
- MAY EVALUATE FACULTY AND OVERSEE ALL ASPECTS OF CURRICULUM IMPLEMENTATION
- IDENTIFIES AND SCHEDULES PROGRAM LOCATIONS
- MAKES TRAVEL ARRANGEMENTS FOR CONFERENCES
- ARRANGES FOR EQUIPMENT TRANSPORTATION AND SETUP
- MAY ATTEND EDUCATION COMMITTEE MEETINGS
- OTHER DUTIES AS ASSIGNED



Graphic/MultiMedia Specialist

Details

Job ID : 281

Title : Graphic/MultiMedia Specialist

Job Code : 1240

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Court Services - Education

Purpose

RESPONSIBLE FOR PROVIDING SYSTEM COMMUNICATIONS AND PRODUCTION OF COLLATERAL MATERIALS FOR THE COURT OF JUSTICE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- GRAPHIC, VIDEO, OR DIGITAL MEDIAL SOFTWARE SUCH AS FINAL CUT PRO AND PHOTOSHOP

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS, COMMUNICATION SKILLS, AND PUBLIC RELATIONS SKILLS

Job Preferred Knowledge

- COURT SYSTEM

Job Duties

- PLANS, PREPARES, AND CREATES THE DESIGN AND PUBLICATION OF A WIDE VARIETY OF COMPLEX GRAPHIC ARTWORK AND AUDIO-VIDEO PRODUCTIONS
- CONSULTS WITH DEPARTMENT STAFF REQUESTING ARTWORK IN THE CREATION, PLANNING AND DEVELOPMENT OF MATERIALS, ILLUSTRATIONS, AND PUBLICATIONS THAT INCORPORATE GRAPHIC ARTWORK OR AUDIO-VISUAL COMPONENTS
- SERVES AS A TECHNICAL EXPERT FOR ASSIGNED WORK AREAS, SUCH AS DIRECTING A PHOTOGRAPHIC OR VIDEO SHOOT, PROVIDING AUDIO-VISUAL MEDIA SUPPORT FOR PRESENTATIONS FROM THE PREPARATORY PHASES TO PRODUCT DELIVERY
- PREPARES DIGITAL FILES FOR PRINTING AND WEB-BASED GRAPHICS, IMAGE COLLECTIONS, MULTIMEDIA PRESENTATIONS, CD-ROM'S OR OTHER ELECTRONIC MEDIA
- ARRANGES MULTICOLOR PRINTING WITH BOTH INTERNAL AND EXTERNAL PRINT SHOP SERVICES, WORKING WITH EXTERNAL RESOURCES AND ASSISTING WITH PRINTING AND PRODUCTION SPECIFICATIONS
- MAINTAINS IMAGE LIBRARY OF GRAPHIC DESIGN, ARTWORK, PUBLICATIONS, AND AUDIO-VISUAL ARCHIVE
- RECOMMENDS THE PURCHASE OF RELATED SOFTWARE AND HARDWARE
- SET UP AND OPERATE ALL EQUIPMENT FOR THE PURPOSE OF FILMING AOC EVENTS OR STAGED SESSIONS FOR TRAINING, THE COMMUNICATION OF INFORMATION OR BACKGROUND FOR FUTURE EVENTS. EQUIPMENT, AT PRESENT, CONSISTS OF VIDEO CAMERAS, SOUND ACQUISITION, LIGHTING, TELEPROMPTER, AND FIELD MONITOR.
- POSSESS KNOWLEDGE OF VARIOUS DIGITAL FORMATS, INCLUDING BUT NOT LIMITED TO: DV, DVCAM, MINIDV, & HD.
- POSSESS A RUDIMENTARY UNDERSTANDING OF AUDIO ACQUISITION & THE ADJUSTMENTS NECESSARY TO OBTAIN THE SAME.
- SHOULD HAVE SOME INHERENT ARTISTIC TALENT, ABLE TO SET UP PLEASING SETS FOR BACKDROPS, GOOD FRAMING INSTINCTS, ABLE TO LIGHT SUBJECT(S) TO CREATE AN ATMOSPHERE CONDUCIVE TO GOOD FILM QUALITY AND COMPLIMENTARY TO SUBJECT BEING FILMED.



Job Duties

- GENERAL KNOWLEDGE OF EDITING TECHNIQUES IS HELPFUL BUT NOT NECESSARY FOR APPLICANT. HOWEVER, THE PROCESS OF LEARNING HOW VIDEO IS EDITED, PRODUCED AND DISTRIBUTED WILL BE ONGOING.
- MUST BE ABLE TO WORK CLOSELY WITH TALENT, WHO AS A WHOLE ARE AMATEURS, UNUSED TO BEING IN FRONT OF A CAMERA AND ARE USUALLY NERVOUS. A PLEASING PERSONALITY IS A BONUS IN THIS PERSON. MUST BE PATIENT IF MANY TAKES ARE NECESSARY TO CAPTURE GOOD FOOTAGE.
- APPLICANT SHOULD BE CONSCIENTIOUS, THE EQUIPMENT IS EXPENSIVE AND DOES NOT REACT WELL TO ABUSE.
- PERSON SHOULD BE ORGANIZED, BE ABLE TO TAKE GOOD NOTES WHEN MANY TAKES ARE REQUIRED, ASSEMBLE MANY TAPES OF FOOTAGE TO HAND OFF TO THE EDITOR OF POST PRODUCTION.
- SOME LIFTING AND OR MOVING OF EQUIPMENT IS REQUIRED.
- BE ABLE TO WORK HOURS NOT WITHIN THE CONTEXT OF 8-4:30. TRAVEL IS A REQUIREMENT.



Production Coordinator

Details

Job ID : 435

Title : Production Coordinator

Job Code : 1409

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Court Services - Education

Purpose

RESPONSIBLE FOR PROVIDING TECHNICAL AND CREATIVE SERVICES TO THE COURT OF JUSTICE.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE NECESSARY TO PRODUCE HIGH QUALITY EDUCATION VIDEO PROGRAMS, PRODUCTION AND EDITING
- 4 YEAR COLLEGE DEGREE MUST BE IN MEDIA, VIDEO, OR COMMUNICATIONS
- 5 YEARS OF RELATED EXPERIENCE MUST BE IN A VIDEO PRODUCTION ENVIRONMENT (STUDIO AND FIELD)

Job Skills/Abilities

- ABILITY TO WORK AND COMMUNICATE WITH DIVERSE AUDIENCES WHO MAY NOT BE FAMILIAR WITH VIDEO TECHNOLOGY
- STRONG LEADERSHIP, FACILITATION AND COMMUNICATION SKILLS
- ABILITY TO WORK INDEPENDENTLY.

Job Duties

- DAY TO DAY SUPERVISION OF EDUCATION SPECIALISTS
- DEVELOP VIDEO PRODUCTS TO COMPLIMENT EDUCATIONAL PROGRAMS
- WORK WITH THE OFFICE OF PUBLIC INFORMATION TO MARKET THE PRODUCTS
- STAY CURRENT WITH TRENDS IN VIDEO TECHNOLOGY
- OTHER DUTIES AS ASSIGNED